

## EMPLOYMENT OPPORTUNITY

UNITED STATES  
INTERNATIONAL TRADE COMMISSION  
WASHINGTON, D.C. 20436

ANNOUNCEMENT NO. 00-26  
ISSUING DATE: 07-31-00  
CLOSING DATE: 08-25-00  
AREA OF CONSIDERATION:  
All Sources

POSITION: Attorney-Advisor (General), GS-905-11/12

LOCATION: Office of the Administrative Law Judge

PROMOTION POTENTIAL: GS-14

SUPV/MGR PROBATIONARY PERIOD REQUIRED:        YES   X   NO

POSITION IS IN THE        COMPETITIVE   X   EXCEPTED SERVICE

### DUTIES:

Incumbent serves as a professional legal assistant to the Administrative Law Judge Paul J. Luckern. Using the Commission's Rules of Practice and Procedure and the Administrative Procedures Act, assists the Administrative Law Judge in monitoring discovery, holding hearings, taking evidence and rendering decisions regarding alleged violations of section 337 of the Tariff Act of 1930, as amended (19 U.S.C. §1337). Section 337 investigations primarily relate to allegations of patent infringement, and occasionally address allegation of trademark infringement or other forms of unfair trade practices. Attends prehearing conferences and hearings. Analyzes evidence submitted to the Administrative Law Judge; determines whether further supporting documentation or additional testimony is needed. Replies to oral and written inquiries regarding the interpretation and administration of section 337. Researches requests for amendments to pleadings, supplemental submissions, subpoena applications, motions, and cross-motions. Drafts public notices, orders, rulings, certifications, etc. Reviews hearing testimony; performs required legal research. Analyzes entire case and submits legal analysis to supervisor. Prepares drafts of decisions and orders and any correspondence or other documents as directed by the Administrative Law Judge. Performs various administrative duties for the Administrative Law Judge, communicates with outside counsel and other parties concerning status of proceedings, rules and regulations of the Commission and various procedural questions.

### MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must be graduates of an accredited law school and be admitted to practice law before the highest court of a state or the District of Columbia. Technical background relating to intellectual property law is highly desirable.

THE U.S. INTERNATIONAL TRADE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.

IMPORTANT NOTE: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration PRIOR TO APPOINTMENT.

**MINIMUM QUALIFICATIONS REQUIREMENTS: (Continued)**

Handicapped applicants, disabled veterans, or any other applicant eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

NOTE: Candidates who have completed less than one year of current continuous service as attorney-advisers in the Federal civil service will be required to serve a one-year trial period.

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**EVALUATION CRITERIA:**

To receive maximum consideration in the evaluation process applicants should provide evidence in their applications of all of the following which they possess:

1. Knowledge of litigation techniques, and the law of intellectual property and unfair competition, especially Patent Law.
2. Ability to communicate effectively, both orally and in writing.
3. Superior achievement in legal education.
4. Ability to analyze technical subject matter.

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**HOW TO APPLY:**

You may apply with a resume, the Optional Application for Federal Employment (OF-612), SF-171, or any other written format you choose. You can obtain the Optional Application by calling the U.S. International Trade Commission, Office of Personnel, (202) 205-2651.

In order to receive full consideration for this position, all applicants must submit a complete application or resume. Status applicants must submit a current Performance Appraisal (issued within the last 12-month period). Submission of a Performance Appraisal by non-status applicants is optional.

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**REASONABLE ACCOMMODATION:**

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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**WHAT TO INCLUDE:**

Although the Federal Government does not require a standard application form, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Consequently, we ask that you supply all the information listed below. If your application is incomplete, you may fail to qualify for this position or otherwise lose

credit in the candidate ranking process.

#### Job Information

- Announcement number, and title and grade(s) of the job for which you are applying.

#### Personal Information

- Full name, mailing address (with Zip Code) and day and evening phone numbers (with area code).
- Social Security Number.
- Country of citizenship (must be a U.S. citizen).
- Veterans' preference - If you served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veteran's preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 1, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veteran's preference. More information on veteran's preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site [www.opm.gov](http://www.opm.gov).

- Reinstatement eligibility (Attach SF-50 proof of your career or career-conditional status).
- Highest Federal civilian grade held (Also give job series and dates held).

#### Education

- High school  
Name, city, and state (Zip Code if known); Date of Diploma or GED.
- Colleges or universities  
Name, city, and state (Zip Code if known); Majors.  
Type and year of any degrees received (If no degree show total credits earned and indicate semester or quarter hours.)  
Send a copy of your college transcript only if substituting education for

experience.

#### Work Experience

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. Do not send job descriptions.  
Job title  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and phone number  
Starting and ending dates (month and year)  
Hours per week  
Salary
- Indicate if we may contact your current supervisor.

#### Other Qualifications

- Job-related training courses (title and year).
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested).

Before any hiring offer can be extended, you will be asked to complete a Declaration for Federal employment and to authorize a background investigation. You will also be asked to sign and certify the accuracy of all the information in your application.

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#### **WHERE TO APPLY:**

All applications or resumes should be submitted to: Office of Personnel, U.S. International Trade Commission, 500 E Street, S.W., Room 314, Washington, D.C. 20436. Applications or resumes will be accepted if postmarked by the closing date. Applications will not be returned. The application you submit for this position contains information subject to the Privacy Act of 1974. Information regarding this Act is available upon request. Applicants may obtain a copy of the position description from the Office of Personnel.